



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
COMMODITY SUPPLEMENTAL FOOD PROGRAM
MONITORING REVIEW – CSFP CONTRACT AGENCIES

Attachment 6.1

GENERAL INFORMATION				
INSTITUTION NAME		CONTRACT NUMBER		
ADDRESS		DATE		
CONTACT PERSON		NUMBER OF CSFP FOOD STORAGE SITES UNDER JURISDICTION		
AUTHORIZED CASELOAD		NUMBER OF CSFP DISTRIBUTION SITES UNDER JURISDICTION		
SECTION I. CERTIFICATION AND DISTRIBUTION (Section 2 and 247.8 thru 247.17 and 247.20) (Summary of findings from Monitoring Reviews of CSFP Distribution and Certification Sites)				
	YES	NO	N/A	COMMENTS
1. Is each applicant certified prior to the issuance of program benefits?				
a. Is applicant information complete?				
b. Is certifying information complete?				
2. Do certifying officials make notifications in accordance with Program policies and procedures?				
a. Is written notice given within 10 days of eligibility, ineligibility or placement on waiting list? 247.15				
b. Is written notice given at least 15 days prior to expiration of certification period? 247.16(d)				
c. Is written notice of discontinuance or disqualification provided at least 15 days prior to the effective date? 247.17(a)&(b) and 247.20(c)				
3. Are waiting lists maintained in accordance with Program policies and procedures? 247.11(a)				
4. Are certification periods maintained in accordance with Program policies and procedures? 247.16(a)				
a. Are pregnant women certified for the duration of pregnancy plus 6 weeks?				
b. Are elderly, other women, children and infants certified for no more than 6 months or until eligibility expires, whichever is first?				
5. Is the no-show policy posted in a prominent location and enforced?				
6. Is the "Appeals Process" posted and copies available on request?				
7. Are participants or proxy signatures and dates available verifying receipt of food each time it is issued?				
8. Are participants or proxy required to show IDs each time food is issued? 247.10(b)				
9. Are proxy authorizations available for all proxies used and adequate controls in place?				
10. Do sites offering one month certification have a designated distribution period posted in a prominent location and communicated to all participants?				
11. Is reasonable effort made to contact people on the waiting list in order, beginning with the first person each month for the purpose of offering the one month certification?				
12. Do certifying officials report undistributed food boxes in accordance with Program policies and procedures?				
13. Are food packages delivered to home-bound or no-show participants accomplished prior to the end of the month, or if not, are they delivered within five working days of a single distribution date?				

Sections 1.1 through 12.2 refer to the Missouri CSFP Policy and Procedure Manual.
Numbers from 247 through 250 refer to Parts within the Code of Federal Regulations, 7 CFR Chapter II.

SECTION II. NUTRITION EDUCATION (Section 4.1 & 247.18) (Summary of findings from Monitoring Reviews of CSFP Distribution and Certification Sites)				
	YES	NO	N/A	COMMENTS
1. Is nutrition education thoroughly integrated into Program operations?				
2. Are Supplemental Foods used for food demonstrations documented on the FNS 153 and supported with participant sign-in log sheets?				
SECTION III. FOOD STORAGE PRACTICES AND INVENTORY CONTROL OF COMMODITIES (Section 5.1-5.5, 247.10 & 250B)				
1. Are commodities received and stored in accordance with federal regulations and industry standards? (250)				
a. Is food stored on pallets, four inches from the wall?				
b. Is the warehouse kept clean and secure?				
c. Is the temperature kept at a level to assure retention of food quality?				
d. Is there a system in place to assure first-in, first-out?				
2. Are monthly physical inventories documented?				
a. Are the contents of assembled food packages included in the physical inventory count?				
b. Are the contents of undistributed food packages located at remote sites included in the physical inventory count?				
SECTION IV. CIVIL RIGHTS (11.1 and 247.12 and 247.13)				
1. Do all persons have an equal opportunity and accessibility to participate in the program regardless of race, color, national origin, age, sex or disability?				
2. Do all materials used to publicize CSFP to the public contain the nondiscrimination statement and procedure for filing a complaint? (Attach copies.)				
3. Are the Civil Rights and Federal Relay Service posters displayed in a prominent location next to each other?				
4. Has the local agency conducted civil rights training for its staff annually?				
5. Are program information and compliance procedures available on request in the appropriate translation?				
6. Is program information being provided to applicants, participants, grass roots organizations or similar minority groups?				
7. Are civil rights complaints being handled properly?				
8. In the opinion of the reviewer, based on information contained in this review and personal observation, does the institution appear to be in compliance with Title VI of the Civil Rights Act of 1964? (If no, indicate on a separate sheet, 1) What the areas of noncompliance are, and 2) Recommendations for corrective action and follow-up.)				
SECTION V. FINANCIAL MANAGEMENT (8.1, 8.2 & 247.27)* AND RECORDS (8.3 & 247.29)				
1. Are the following items on file at the local non-profit contract agency				
a. Contract with MDHSS-CFNA.				
b. Copy of request for contract or contract renewal.				
c. Copies of monthly claims on the "Record of Expenditures and Administrative Claims "				
d. Copies of agreements with all sub-distributing, certification, and food storage sites. 1) Were new sites established since last contract renewal? 2) Was required information submitted to DHSS-BCFNA?				
e. Copies of FNS-153, Monthly Report of the CSFP and Quarterly Administrative Financial Status Report"				
f. Copies of Multi-food Requisitions, Consignee Receipts and FNS-57, Report of Shipment Received Over, Short and/or Damaged.				

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SECTION V. FINANCIAL MANAGEMENT (Continued)						
2.	Is there a system in place to retain all records with respect to the Program for a period of 3 years following the end of applicable federal fiscal year?	YES	NO	N/A	COMMENTS	
3.	Are records maintained to support the Record of Expenditures and Administrative Claim? (See Claim Worksheet below)					
4.	Was equipment purchased with CSFP funds? If yes,					
a.	Were purchases made in a manner to provide open and free competition?					
b.	Is a property inventory maintained with the following information: a description of the property, serial or ID number, source, title, date acquired, cost, Federal % of cost, location, use and condition, and disposition date?					
c.	Were items physically observed?					
CLAIM WORKSHEET FOR THREE MONTHS #1 #2 #3		CLAIM #1 VERIFIED	CLAIM #2 VERIFIED	CLAIM #3 VERIFIED	COMMENTS	
SALARIES AND FRINGE BENEFITS Staff time documented? (Section 8.2)						
TELEPHONE, POSTAGE and PRINTING						
OFFICE SUPPLIES (LIST)						
EQUIPMENT (LIST): PRIOR APPROVAL REQUIRED (Software or Equipment > \$500)						
TRAVEL (STAFF TRAVEL)						
TRANSPORTATION COSTS						
SPACE AND FACILITIES						
OTHER COSTS (LIST)						
TOTAL DIRECT COSTS						
INDIRECT COSTS (MAY NOT EXCEED 8% OF DIRECT COSTS)						
GRAND TOTAL ALL COSTS						
SECTION VI. GENERAL ADMINISTRATION AND TECHNICAL ASSISTANCE (3.1-3.4, 6.1-6.2, 8.3, & 12.1)						
		YES	NO	N/A	COMMENTS	
1.	Do forms used by the contractor collect all required data in an efficient, effective manner?					
2.	Does contractor have an effective method for monitoring program records and providing feedback for noncompliance issues?					
3.	Does contractor have an effective method for managing caseload assignments to sub-contractors?					
4.	Are there effective procedure in place to notify sub-contractors of the contractor's policies and procedures?					
5.	Is training provided to sub-contractors under jurisdiction in accordance Section 6.2?					
a.	Is training directly related to CSFP issues?					
b.	Is training provided at least annually?					
c.	Are date, location, topics, and names of participants documented?					
6.	Are there adequate supervisory and operational personnel for effective management and monitoring?					
7.	Are procedures in place to prevent and detect dual participation at more than one CSFP site?					
8.	Has the contractor assigned a hearing officer and is the hearing officer prepared to conduct fair hearings if requested?					

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SECTION VII. CORRECTIVE ACTIONS

1. Date of last monitoring.	2. Date of last organizational wide audit (OWA).	3. Was copy of OWA forwarded to MDHSS? <input type="checkbox"/> Yes <input type="checkbox"/> No
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4. Major findings from last monitoring visit.	
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5. Have findings been corrected? ☐ Yes ☐ No
If not, what problems continue?

SECTION VIII. EXIT CONFERENCE


1. Findings	
2. Comments and/or Recommendation	

2.	Comments and/or Recommendation

PROGRAM REVIEWED BY	
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CSFP CONSULTANT	DATE
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THIS REVIEW WAS DISCUSSED WITH

SIGNATURE 	TITLE	DATE
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CERTIFICATION AND DISTRIBUTION SITE SUMMARY WORKSHEET

SITE # / AGENCY NAME :	COPY OF AGREEMENT WITH FOOD BANK ON FILE?			REPORTED FOOD PACKAGE DISTRIBUTION FOR _____ (MM/YY)
SITE # 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
SITE # 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
SITE # 3.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
A. PARTICIPANT REVIEW WORKSHEET SUMMARY	SITE # 1	SITE # 2	SITE # 3	COMMENTS
1. List number of missing participant applications, if applicable.				
2. List number of expired participant applications, if applicable.				
B. CERTIFICATION PROCESS if No, list # errors in # reviewed	SITE # 1	SITE # 2	SITE # 3	COMMENTS
1. Do applications contain:				
a. Identifying information for each participant?				
b. Checkmarks answering the two Yes/No questions?				
c. Dates-of-birth for applicant and all qualifying household members?				
d. Proof of income-eligibility or SSN and household income?				
e. Signature of applicant and the date signed?				
2. Has the certifying official:				
a. Described proof of identity/age/eligibility?				
b. Verified residency?				
c. Given Health and Social Services Handout and when applicable, WIC handout?				
d. Determined eligibility?				
e. Identified categories?				
f. Documented date notified?				
g. Signed the form and enter his/her title and date?				
h. Documented certification period?				
3. Is the date of notification within 10 days of the date of application?				
4. If certification requests were denied, are applications kept on file?				
C. CERTIFICATION PERIODS	SITE # 1	SITE # 2	SITE # 3	COMMENTS
1. Are pregnant women certified for duration of pregnancy plus 6 weeks?				
2. Are all other participants certified for no more than 6 months or until eligibility expires, whichever is first?				
3. When certification periods of elderly participants are extended:				
a. Is form CACFP 303-C completed, signed and dated?				
b. Is participant notification of period of extension documented?				
D. FOOD DELIVERY	SITE # 1	SITE # 2	SITE # 3	COMMENTS
1. Is the "no-show" policy posted in a prominent location and enforced?				
2. Is the "Appeals Process" posted and are copies available on request?				
3. Are participants or proxy signatures and dates available verifying receipt of food each time it is issued?				
4. Are proxy authorizations available for all proxies used and adequate controls in place?				
5. Do sites offering one month certification have a designated distribution period posted in a prominent location and communicated to all participants?				

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D. FOOD DELIVERY (continued)	SITE # 1	SITE # 2	SITE # 3	COMMENTS
6. Is reasonable effort made to contact people on the waiting list in order, beginning with the first person each month for the purpose of offering the one month certification?				
7. Does the number of signatures for the "test" month match the number reported to the food bank?				
8. Are there undistributed food boxes at the end of the month?				
9. Are food packages delivered to home-bound or no-show participants accomplished prior to the end of the month, or if not, are they delivered within five working days of a single distribution date?				
E. NUTRITION EDUCATION	SITE # 1	SITE # 2	SITE # 3	COMMENTS
1. Is the agency prepared nutrition education distributed effectively?				
2. If food demonstrations offered, is there documentation of attendees?				
F. NOTIFICATION REQUIREMENTS	SITE # 1	SITE # 2	SITE # 3	COMMENTS
1. Is there documentation of written notice given within 10 days of eligibility, ineligibility or placement on waiting list?				
2. Is there documentation of written notification at least 15 days in advance of the expiration of the most recent certification periods?				
3. If applicable, is there documentation of written notice of discontinuance or disqualification provided at least 15 days prior to the effective date?				
G. DUAL PARTICIPATION	SITE # 1	SITE # 2	SITE # 3	COMMENTS
Are all category PG, PP, BF, INF and CH reported on the Dual Participation Roster?				
H. CIVIL RIGHTS	SITE # 1	SITE # 2	SITE # 3	COMMENTS
1. Do admission procedures allow enrollment by minority persons without restriction?				
2. Do all materials used to publicize the CSFP to participants and the public contains the nondiscrimination statement and procedure for filing a complaint?				
3. Is the Civil Rights statement displayed in a prominent location?				
4. Are information and compliance procedures provided on request in the appropriate translation?				
5. Are all services and facilities accessible and used routinely by all persons without regard to race, color, national origin, sex, or disability?				
6. Were there any verbal or written complaints of discrimination prior to this review?				
7. In the opinion of the reviewer, based on information contained in this review and personal observation, does the institution appear to be in compliance with Title VI of the Civil Rights Act of 1964? (If no, indicate on a separate sheet, 1) What the areas of noncompliance are, and 2) Recommendations for corrective action and follow-up.)				
I. MONITORING AND TRAINING	SITE # 1	SITE # 2	SITE # 3	COMMENTS
1. Has site been monitored by the FB in past year?				
2. Has staff been trained by FB in past year?				

MONITORING AND TRAINING WORKSHEET

CERTIFICATION AND DISTRIBUTION AGENCY NAME	DATE LAST MONITORED	DATE STAFF LAST RECEIVED TRAINING	COMMENTS
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